

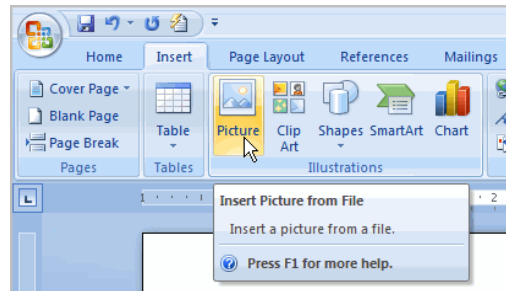
INSERT Pictures

Insert a Saved Picture:

Place your **insertion point** where you want the image to appear.

Select the **Insert** tab.

Click the **Picture** command in the **Illustrations** group. The Insert Picture dialog box appears.



Select the image file on your computer.

Click **Insert** and it will appear in your document.

Left-click a **corner sizing handle**, and while holding down the mouse button, resize the image. The image retains its proportions.

Wrap Text Around an Image:

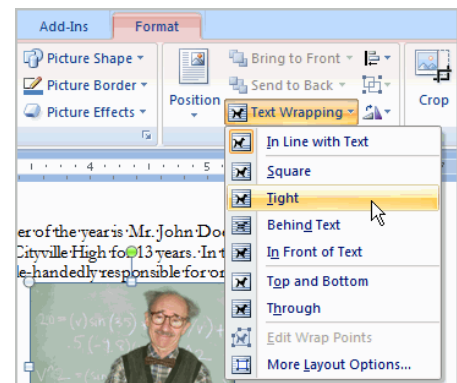
Select the image.

Select the **Picture Tools Format** tab.

Click the **Text Wrapping** command in the Arrange group.

Left-click a menu option to select it. **Tight or Square**

Move the image around to see how the text wraps for each setting.



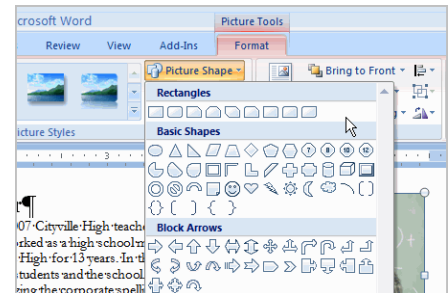
Change the Shape of a Picture:

Select the picture.

Select the **Format** tab.

Click the **Picture Shape** icon. A menu appears.

Left-click a shape to select it.



Apply a Picture Style:

Select the picture.

Select the **Format** tab.

Click the **More** drop-down arrow to display all the picture styles.

Hover over a picture style to display a Live Preview of the style in the document.

Left-click a style to select it.

